

VILLAGE OF GRAFTON

PLAN COMMISSION MEETING MINUTES

SEPTEMBER 23, 2014

The Plan Commission meeting was called to order at 6:00 p.m. by Chair Jim Brunnuell. The Pledge of Allegiance followed.

Plan Commissioners present: Village President Jim Brunnuell, Alan Kletti, Carl Harms, Trustee David Liss, Randy Silasiri, Mark Paschke and Amy Plato

Officials/Staff present: Director of Planning and Development Jessica Wolff

MINUTES

Motion by Commissioner Harms, seconded by Trustee Liss to approve the August 26, 2014 Plan Commission and September 2, 2014 Special Plan Commission meeting minutes as presented. Motion carried.

HEAR PERSONS REQUESTING TO BE HEARD

None

COMMENCE PUBLIC HEARING

Statement of Public Notice

Director Wolff stated the purpose of the Public Hearing is for public review and comment on a conditional use permit as requested John M. Wirth, representing Loving to Learn Grafton RE LLC to allow for a proposed Child Day Care (SIC #8351-Child Day Care Services, Not Elsewhere Classified) to be located on Badger Circle (Parcel 10-018-15-015.00).

Director Wolff gave background on the request for conditional use permit. She explained that the applicant, John M. Wirth, representing Loving to Learn Grafton RE LLC, is presenting a conditional use permit for a new day care and indoor children's recreation facility on Badger Circle. The applicant is currently operating similar facilities at 2100 Washington Avenue in the former Leeson building. The site includes a 16,000 square foot two-tenant building, two parking areas, and an outdoor playground. The day care will occupy 10,000 square feet and will provide preschool and childcare services for children from birth to 12 years old. The indoor play area will occupy 6,000 square feet.

There are two parking lots on the east and west sides of the building. The applicant is proposing that traffic move in a counterclockwise direction with the southern drive being entry only. Staff would prefer a counter clockwise direction with the southern drive being exit only.

Director Wolff indicated that the Architectural Review Board has approved the building elevations which conditions; final elevations were presented. Staff is recommending approval of all actions with conditions.

Present for Loving to Learn Grafton RE LLC was Andrew Petzold from Concord Development and John Wirth and Janet Fussell from Grafton Preschool. Ms. Fussell gave an overview of the business. The daycare has been in business for over five years and serves over 100 children. They took over the play land area at the former Leeson building as a complimentary component to the daycare.

Hani Malek of Kapco, Inc., 1000 Badger Circle

Mr. Malek gave the following statement: "Kapco will not stand opposed to the request for a Conditional Use Permit, but we wanted to make sure that we go on the record expressing the following thoughts and concerns:

The noise and the vibration that Kapco production currently creates will continue. The expansion will only bring us that much further to the north and closer to the proposed Daycare and Indoor Children's Recreation site. Fifteen years ago we came here to this industrial park because the village encouraged us to. We were expecting that similar/like business would also reside in the area. We simply want to issue a cautionary statement to avoid any party being caught by surprise. This type of activity will continue and will hopefully increase due to future growth. We will, from time-to-time, have spikes in decibel levels but we will consistently perform below the village ordinances

The second concern we have is that sidewalks are not available on certain portions of the street. Due to the lack of sidewalks, we have some safety concerns and we want to make sure that we highlight that. Additionally, we certainly don't want to later on be faced with any kind of increase in taxes or levees for putting sidewalks in a neighborhood that currently doesn't have them or have a need for them.

Thirdly, we want to highlight that truck deliveries and traffic will increase as we included in the Plan of Operation submitted to the village. This too poses a safety concern for individuals driving in the Circle.

As long as everyone understands that, we will not stand in opposition to the daycare operation. However, as we stated earlier, we don't want anyone to be surprised, later on take action, or submit complaints to the community that the "house you chose to build next to the airport is dealing with a lot of airplane noise".

Mr. Petzold indicated that his client understands the current and future operations at Kapco and provided written communication to Kapco that Loving to Learn Grafton RE LLC would not complain about noise or vibration from the Kapco operation in the future. Ms. Fussell noted that she talked to the Family Enrichment Center who have not had any problems with Kapco operations.

Commissioner Plato also had concerned about the daycare being impacted by noise in the business park. Ms. Fussell indicated it would not be an issue.

With no other comments, Chair Brunnquell closed the public hearing.

COMMENCE PUBLIC HEARING

Statement of Public Notice

Director Wolff stated the purpose of the Public Hearing is for public review and comment on a conditional use permit as requested John M. Wirth, representing Loving to Learn Grafton RE LLC to allow for a proposed Indoor Children's Recreation (SIC #7999- Amusement and Recreation Services, Not Elsewhere Classified) to be located a on Badger Circle (Parcel 10-018-15-015.00).

With no comments, Chair Brunnquell closed the public hearing.

Review and consideration of a Certified Survey Map (CSM) requested by John M. Wirth, representing Loving to Learn Grafton RE LLC for property located Badger Circle approximately 5.79 acres (Parcel 10-018-15-015.00), property owner-United Financial Services Inc. to divide an existing lot into two lots

Motion by Commissioner Paschke, seconded by Commissioner Plato to approve the Certified Survey Map to divide parcel 10-018-15-015.00 on Badger Circle into two parcels with the following corrections:

1. On sheet one, recheck the area for Lot 1 (our calculations indicate 92,746 or 2.129 acres).
2. One sheet two, change 13232.30 feet to 1323.30 feet in the third paragraph of the Surveyor's Certificate.
3. One sheet two, add the word "south" in the third paragraph of the Surveyor's Certificate.
4. One sheet two, recheck the gross area of 257,240 square feet (our calculations indicate 252,240 square feet).
5. The final CSM shall be approved by the Village Engineer.

Motion carried.

Review and consideration of a site plan requested John M. Wirth, representing Loving to Learn Grafton RE LLC for property located on Badger Circle (Parcel 10-018-15-015-00) to allow for a proposed Child Day Care and Indoor Children's Recreation facility

There was a discussion about the flow of traffic through the western parking lot. Staff thought a clockwise direction was more intuitive and reduced the number of conflict points at the northern driveway. Ms. Fussell explained that they prefer a counterclockwise direction so that the school bus door is on the same side as the building entrance (i.e., children getting on and off the school bus would not have to cross in front of the bus). She also noted that the Grafton elementary schools are

arranged this way. Commissioners agreed that a counterclockwise direction was preferred for safety reasons.

Motion by Commissioner Paschke, seconded by Commissioner Plato to approve a site plan for a new building located on Badger Circle (parcel 10-018-15-015.00) with the following conditions:

1. Add stop signs, directional signage, and pavement markings as approved by the Director of Planning and Development to facilitate counterclockwise traffic flow in the western parking lot.
2. Change the striped pedestrian walk on the south side of the western parking lot to a separate sidewalk (i.e., shift the curb from the south edge to the north edge of the striped area).
3. Provide a final floor plan with door openings, hallways, and rooms.
4. Replace the curb and gutter at the driveway(s) in Badger Circle right-of-way with a concrete apron.
5. Locate a fire alarm indicator panel in the office/work room and the Knox Box at the Grafton Preschool main entrance.
6. Final utility plan shall be approved by the Village Engineer.
7. Add a Fire Department connection to the utility plan. Final location of the Fire Department connection and the hydrant shall be approved by the Fire Chief.
8. Provide proof of Wisconsin Department of Natural Resources approval for the connection from the water main to the hydrant.
9. Signage to be approved separately by the Director of Planning and Development.
10. All building code and other Village and State codes pertaining to occupancy of the building will be met.

Motion carried.

Consideration of a request for conditional use permit as requested John M. Wirth, representing Loving to Learn Grafton RE LLC to allow for a proposed Child Day Care (SIC #8351-Child Day Care Services, Not Elsewhere Classified) and Indoor Children's Recreation (SIC #7999- Amusement and Recreation Services, Not Elsewhere Classified) to be located on Badger Circle (Parcel 10-018-15-015.00)

Motion by Commissioner Kletti, seconded by Commissioner Harms to approve a conditional use permit to allow for a Child Day Care (SIC #8351 - Child Day Care Services) to be located on Badger Circle (Parcel 10-018-15-015.00) with the following conditions:

1. Child day care use limited to 10,000 square feet of floor area.
2. All outdoor play areas shall be organized and well-maintained.
3. All building code and other Village and State codes pertaining to occupancy of the building will be met.

Motion carried.

Motion by Trustee Liss, seconded by Commissioner Paschke to approve a conditional use permit to allow for Indoor Children's Recreation (SIC #7999 -

Amusement and Recreation Services, Not Elsewhere Classified) located on Badger Circle (Parcel 10-018-15-015.00) with the following conditions:

1. Indoor children's recreation facility limited to 6,000 square feet of floor area.
2. All building code and other Village and State codes will be met.

Motion carried.

Review and consideration of site plan requested by United Financial Services located at 2230 Dakota Drive for a building addition

Director Wolff introduced the applicant and gave background into the project. The existing building is 15,567 square feet and was constructed in 1995. United Financial Services provides data processing and electronic banking services to numerous Wisconsin community banks. Phase 1 of the site plan changes includes a 2,058 square foot data room with an electrical room and exterior electrical courtyard. Phase 2 of the site plan changes is a 1,172 square foot storage room. The projects will improve electrical resiliency and total redundancy which is critical for the operation.

The Architectural Review Board has approved the elevations with conditions. Director Wolff noted that the exterior entry improvements were not approved. Staff is recommending approval with conditions.

Representing United Financial Services was Dave Stubbs from Keller Inc.

Commissioner Paschke asked when the entry features shown on the elevations would be constructed. Director Wolff indicated that the applicant may come forward with an application for façade improvements after the completion of Phase 1 and Phase 2 that are being discussed at this meeting. Mr. Stubbs said that may be in 2015.

Motion by Commissioner Kletti, seconded by Commissioner Plato to approve a site plan for an addition to the United Financial Services building at 2230 Dakota Drive with the following condition: install a bike rack on a paved surface near the main entrance. Motion carried.

Review and consideration of site plan and shared Electronic Reader Board sign approval requested by the Grafton Fire Department Association, Grafton Chamber of Commerce, and Village of Grafton to be located on the east side of Wisconsin Avenue just south of the Grafton Area Chamber of Commerce office

Director Wolff introduced the applicant and gave background into the project. The Grafton Fire Department Association (Association) is proposing a new electronic message sign to replace the existing changeable copy sign at their property on the east side of Wisconsin Avenue just south of the Grafton Area Chamber of Commerce (Chamber) office. The sign cost and copy will be shared by the Association, Chamber, Town of Grafton, and the Village. The sign to be constructed by the Association and then the land to be turned over to the Village upon completion. Staff is recommending approval with conditions.

President Brunnquell is concerned about the design of the monument sign. The Village has tried to move away from traditional designs that echo the lime kiln. The proposed design is not consistent with the Village's "Quality Life. Naturally." brand. Continuing to use this design does not send a consistent message. This is a very visible location so it is important to be consistent and portray the Village's brand rather than cling to the past.

Commissioner Harms indicated that he understands President Brunnquell's concerns but notes that the lime kiln design is part of Grafton's heritage and what makes the community unique.

Commissioner Paschke noted that the monument style is amenable to the lime kiln design.

Darren Werner was present representing the Association. He said that the proposed design captures the spirit and history of the Association and that the feel strongly about the design. He also indicated that the design was actually prepared several years ago and some of the members that were involved with the design are no longer part of the organization and are unable to provide input about a potential redesign.

Commissioner Plato said she did not want to do away with the proposed design completely; significant effort had obviously gone into the project thus far after getting input from Village staff.

There was additional discussion about the history of the community versus moving forward with the new brand. President Brunnquell directed Staff to work with the Association on a revised design to be presented to the Plan Commission in October.

Mr. Werner asked if they could move forward with obtaining electricity for the site. President Brunnquell approved.

Motion by President Brunnquell, seconded by Commissioner Harms to table a site plan and shared electronic message sign requested by the Grafton Fire Department Association, Grafton Area Chamber of Commerce, Town of Grafton, and Village of Grafton and direct Village Staff to work with the Grafton Fire Department Association on a revised design. Motion carried.

Extraterritorial Review

A. Annette and Paul Crandall/Indian Hill Drive/Town of Grafton/ Certified Survey Map

Commission members reviewed and accepted the extraterritorial review.

Old Business

None.

New Business

Director Wolff gave an overview of the proposed 2015 Planning and Development Department budget. In general, there are no major changes from 2014. Staff is recommending updated the Village's dated Bike and Pedestrian Plan. Regarding the Village's Tax Increment Financing Districts, TID No. 2 (Business Park) and TID No. 5 (Grafton Commons) will be donating to TID No. 3 (Downtown) and TID No. 4 (South Commercial District) to cover negative fund balances. The 2015 budget also carries over the Seventh Ave stormwater relay project in TID No. 3 as well as continuing the façade and sign grant program in TID Nos. 3 and 4.

ADJOURN

Motion by Commissioner Harms, seconded by Commissioner Silasiri to adjourn the meeting at 7:22 p.m. Motion carried.